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**UNITED STATES MISSION POLAND**

**VACANCY ANNOUNCEMENT**

No. 14-20	<b>HUMAN RESOURCES CLERK (TEMPORARY POSITION) EMBASSY WARSAW</b>	June 16, 2014
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**OPEN TO:** All Interested Candidates  
**POSITION:** Human Resources Clerk, FSN-6/FP-8\*  
**OPENING DATE:** June 16, 2014  
**CLOSING DATE:** June 30, 2014  
**WORK HOURS:** Full-time (40 hours per week)  
**SALARY:** \*Not-Ordinarily Resident: US\$ 36,111 (yearly gross starting salary)  
(Position Grade: FP-8 to be confirmed by Washington)  
\*Member of Household: US\$ 30,991 (yearly gross starting salary)  
\*Ordinarily Resident: PLN 66,552 (yearly gross starting salary)  
(Position Grade: FSN-6)  
**LENGTH OF HIRE:** Temporary position: 12 months

**IMPORTANT NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The **U.S. Embassy in Warsaw** is seeking an individual for the temporary position of Human Resources Clerk in the Human Resources Office.

**BASIC FUNCTION OF POSITION**

The incumbent performs a variety of Human Resources clerical and administrative duties pertaining to Locally Employed (LE) Staff. Initiates and processes required paperwork pertaining to employee performance evaluation reports. Processes personnel actions by using the WebPASS Post Personnel computerized system. Maintains official employee files and various reference files. Administers the Social Benefit Fund. Provides administrative support with the Supplemental Medical Plan for LE Staff. Administers the Optical Benefits Program. Serves as the HR Office timekeeper. Issues salary and employment certificates as requested by employees. Responds to various HR related inquiries. Drafts and translates internal and external correspondence. Assists and backs up other HR staff with local social security issues, recruitment, and other job related duties, as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office (ext. 2275).

**QUALIFICATIONS REQUIRED**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school is required.
2. **Prior Work Experience:** At least two years of progressively responsible experience in human resources or related administrative work is required.
3. **Language Proficiency:** Level 3(good working knowledge) speaking/reading/writing English is required.

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Level 4 (fluent) speaking/reading/writing Polish is required.

4. **Job Knowledge**: Knowledge of Microsoft Office suite, e-mails, and the Internet is required. Good working knowledge of general office operations and procedural requirements pertaining to functions performed in the Human Resources Office is required. Familiarity with the Polish Labor law is required. .
5. **Skills and Abilities**: Intermediate user level computer skills (word processing, spreadsheets, and databases) are required. Skill in operating standard office equipment (copier, scanner, fax, etc.) is required. Good communication skills and ability to exercise tact and discretion in dealing with customers are required. Ability to draft routine correspondence and complete forms in both English and Polish is required. Ability to learn quickly and perform duties with speed and accuracy is required. Ability to show flexibility and teamwork in meeting the workload, and capability of working under pressure is required. Ability to understand and follow written and oral instructions is required.

## SELECTION PROCESS

When equally qualified, U.S. Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required above qualifications in the application.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous US Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Locally Employed Staff (LE Staff) of US Mission Poland having served less than 90 calendar days in their current position are not eligible to apply.
3. Current LE Staff with an overall summary rating of *Needs Improvement* or *Unsatisfactory* on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. EFMs who are departing post in less than sixteen months are not eligible to apply.
6. Selected candidate will be required to obtain a non-sensitive security clearance and a medical clearance.

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**TO APPLY**

Interested applicants for this position should submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UEA (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Embassy  
Al. Ujazdowskie 29/31  
00-540 Warsaw  
email: WarsawRecruitment@state.gov  
Fax: 022- 504-2265

***Please note: Short listing and interviews are normally completed within two weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within two weeks of the closing date.***

**CLOSING DATE FOR THIS POSITION: June 30, 2014**

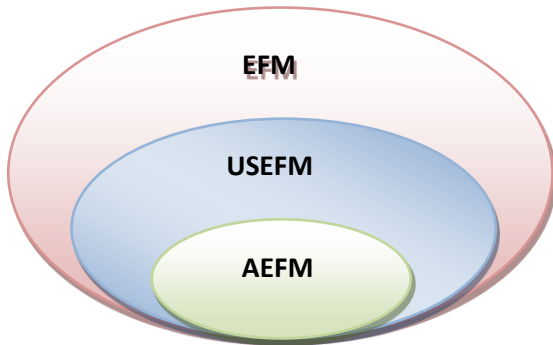
The US Mission in Poland provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. - citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

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3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), *Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

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## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References